



06 December 2013

Personnel

PROCESSING DECORATIONS, SERVICE AWARDS AND SENIOR TRAINING AWARDS THROUGH WING HEADQUARTERS

SUMMARY OF CHANGES

No changes from the 23 September 12 Operating Instruction previously issued.

1. BACKGROUND

- a. Awards and decorations are an important tool for recognizing our members' efforts. Indiana Wing has worked diligently to build an Awards and Decorations program that gives full opportunity to recognize our volunteers.
- b. This instruction outlines the Indiana Wing headquarters procedure for submission and processing of decorations, activity and service awards and ribbons and senior training awards. This operating instruction provides direction on handling awards as directed by CAPR 39-3, IN WG Supplement 1, CAPR 39-3 and CAPR 50-17.

2. DEFINITIONS. The following definitions are useful in understanding the Wing Awards and Decorations Program:

- a. Decorations: This includes the Achievement, Commander's Commendation, Meritorious Service and Exceptional Service Awards as well as the Distinguished Service Medal. Heroism awards include the Lifesaving Award and the Bronze and Silver Medals of Valor. The Unit Citation Award may also be placed in this category. Recommendations for decorations are made on a CAPF 120.
- b. Activity and Service Awards: These awards are in Section F of CAPR 39-3 and the approval authority for these is generally the unit commander as outlined in IN WG Sup 1, CAPR 39-3.
- c. Senior Program Awards: These awards include those from Sections D of CAPR 39-3. (Note, section E awards: Crossfield Awards will be worked directly in coordination with the Director of Aerospace Education.)
- d. Annual Awards Program: Specific submission guidance will be generated in the fall of each calendar year.
- e. Wing Awards Review Board: This Committee is appointed by the Wing Commander to

review decoration and annual award recommendations and assist in administrating the Awards and Decorations Program in accordance with regulations, INWG supplements and this Operating Instruction.

3. ACTIVITY AND SERVICE AWARDS. Approval for these awards is generally delegated to the unit commander (see INWG Sup 1, CAPR 39-3). For those few awards that are not delegated to the unit, justification should be attached to the CAPF 2a and the process in paragraph 6 followed.

4. SENIOR PROGRAM AWARDS. These awards should follow procedures outlined in CAPR 50-17. Only Level III, Level IV and Level V awards require IN WG approval. Submission process is in paragraph 6.

5. DECORATIONS. Decorations are typically given for a meritorious act, extended achievement or valor. CAPR 39-3 provides specific guidance under what terms an award should be given. For example, it notes significant differences between the justification required for a Commander's Commendation Award, which is associated with outstanding duty performance, while the Meritorious and Exceptional Service are awards for those whose efforts are above and beyond normal duty performance. Note, Meritorious Service Awards are generally for wing-wide impact while Exceptional Service Awards typically for outstanding impact across the Region or unique impact at the Wing-level. It is very rare to see the Distinguished Service Medal awards for less than a complete term as a Wing or Region Commander.

- a. **Valor.** Valor award recommendations should have a good description of what the member accomplished; generally, the member does not need to be on a CAP activity to be considered, however, heroic acts performed while at "work" need to be scrutinized before submission to see if recognition by Civil Air Patrol is warranted. Additionally, for the higher level awards (Bronze and Silver Medal of Valor, for example), testimony by witnesses or news stories are generally required by higher headquarters for processing.
- b. **Meritorious Acts.** Meritorious acts are usually one-time events such as leading the unit in getting an "Outstanding" on a Subordinate Unit Inspection, playing a significant role in implementation of a successful wing program, commanding a week long activity, etc. In this instance, the members achievement should stand out from their peers and should usually be either outstanding performance of their duty, or involving volunteering or participating outside of their normal duty assignment (i.e., Safety Officer at unit earns a "Best Practice" from Wing IG, or unit Administration Officer volunteers at a week-long flying activity and is recognized there as the "Outstanding Staff Officer").
- c. **Extended Achievement.** Extended achievement awards recognize devotion to Civil Air Patrol for achievement in a duty assignment. Commanders are strongly encouraged to consider outstanding officers and cadets for decorations for awards for meritorious service after 2-3 years of duty performance in the position; either at the end of the assignment or after a significant period of time has passed (3-4 years since the last award) if the member is staying in place. Cadet awards will, necessarily, be for shorter periods, but the same principles should apply. Note, longevity is a factor, but justifying achievement and service during this period is also a requirement.
- d. **Documentation.** Documenting the act is an important piece of helping the Awards Review Board to understand the impact of the member's service. Specific examples are available in *Tongue and Quill*, but commanders should consider that numbers ("10 recruited", "led 40 cadets", or

"15% improved"), dollar amounts ("raised \$2,000", "managed \$3,000 in unit comm assets") and comparisons ("No-accident Safety Program", "flawless Air Operations section", "#1 Color Guard won competition") are critical in justifying the requested decoration.

- e. Multiple Awards. Awarding multiple decorations to the same member for the same time period is generally discouraged unless the acts are so separate that multiple awards are warranted. Similarly, annual awards and decorations will not usually be given in conjunction with each other. However, receipt of an annual award may be used as a portion of the justification for a decoration to demonstrate consistent meritorious service.

6. PROCESS.

- a. The originating unit will determine at what level the award is approved using the following publications
 - * CAPR 39-3 and IN WG Sup 1, CAPR 39-3 for decorations and activity/service awards
 - * CAPR 50-17 for Senior Program Awards
- b. The originating unit will forward the recommendation to the appropriate headquarters on the appropriate form (CAPF 2a, CAPF 120 or CAPF 24) through channels (squadrons to groups, groups to Wing) to the approval headquarters by email. Submissions requiring Indiana Wing approval will be submitted to inwgcap@gmail.com. Electronic signatures processed through Adobe or by typing "e/JOHN W. SMITH" in the .doc file are acceptable. Paper submission is not recommended. When submitting paper, mail to:

Civil Air Patrol
INWG/WA (Awards)
3010 White River Parkway, East Drive
Indianapolis, IN 46208-4093

Electronic mail is preferred; using traditional mail delivery will delay processing by up to 30 days.

- c. Recommendations will be routed internally by Indiana Wing Headquarters as follows:
 - 1) Activity and Service Ribbons** will be forwarded by the Wing Administrator to the Director of Administration and Personnel for review of documentation. Subsequent to this review, the award will be forwarded to the Wing Commander for approval and assignment of a personnel authorization number. Electronic signature will be used. The award will be returned by email directly to the unit. Usual turn-around time will be 14 days.
 - 2) Decoration** nominations will be forwarded by the Wing Administrator to the Vice Commander for consideration by the Wing Awards Review Board. Achievement Awards are normally awarded by Group Commanders and will not go to the Wing Awards Board for review. However, wing staff directors, encampment commanders, or incident commanders on "real world" missions, may directly submit Achievement Awards to the WA for consideration by the Wing Awards Board for individuals who were operating under their authority for the action referenced in the award nomination. The Board will review the package, make a recommendation to the Wing Commander and the package will either be

returned with comments to the originating unit, forwarded on to higher headquarters for review or the awards elements will be prepared and returned to the unit for presentation. Note, packages for decorations for members assigned to other units or other wings will be forwarded for review or consideration by the appropriate commander. Please expect 45-60 days processing for these types of awards.

3) Senior Program Awards will be forwarded by the Wing Administrator to the Director of Professional Development (PD) for review of the package and quality control of substantiating documentation. Subsequent to this review, these awards will be forwarded to the Wing Commander for approval and assignment of a personnel authorization number. Electronic signature will be used. Award will either be forwarded directly to NHQ/DP for processing or forwarded to higher headquarters for review. Usual turn-around time will be 30 days.

- d. Director of Administration (DA) will assign a personnel authorization number to all approved personnel paperwork. An electronic copy will be retained by the Wing for 36 months.

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